



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

Vidyasagar Metropolitan College

- Name of the Head of the institution

Dr. Ramswarup Gangopadhyay

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

+919433724454

- Mobile No:

9433724454

- Registered e-mail

vidyasagarevening@yahoo.in

- Alternate e-mail

vidyasagar.metropolitancollege@yahoo.in

- Address

39, Sankar Ghosh Lane & 8A,
Shibnarayan Das Lane

- City/Town

Kolkata

- State/UT

West Bengal

- Pin Code

700006

2. Institutional status

- Type of Institution

Co-education

- Location

Urban

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Prof. Arunabha Misra**
- Phone No. **9433153678**
- Alternate phone No. **9433153678**
- Mobile **9433153678**
- IQAC e-mail address **iqacvec@gmail.com**
- Alternate e-mail address **vidyasagarevening@yahoo.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.vec.ac.in/AQAR/20210902_AQAR_2019-2020.pdf

4. Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.25	2016	16/09/2016	15/09/2021

6. Date of Establishment of IQAC

19/04/2013

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Vidyasagar Metropolitan College	Salary grant	Govt. of West Bengal	FY 2020 - 2021	72245698
Dr. Kartick Malik, Physics department	Carry forward of unspent balance from FY 2019-2020	SERB-DST, GoI	FY 2020 - 2021	1362172
Dr. Sarajit Sardar	MRP	ICSSR, GoI	FY 2020 - 2021	14000
Vidyasagar Metropolitan College	Ad-hoc bonus	Govt. of West Bengal	FY 2020 - 2021	75600
Vidyasagar Metropolitan College	Medical reimbursement	Govt. of West Bengal	FY 2020 - 2021	20000
Vidyasagar Metropolitan College	Seminar grant	Govt. of West Bengal	FY 2020 - 2021	40000

8. Whether composition of IQAC as per latest NAAC guidelines **No**

- Upload latest notification of formation of IQAC **No File Uploaded**

9. No. of IQAC meetings held during the year **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any **No**

of the funding agency to support its activities during the year?

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Webinar in collaboration with Pune Institute of Business Management (PIBM) on "Raising investment awareness among the young minds" on 23rd February, 2021 as an awareness programme among the participants.
2. Three-day lecture series in collaboration with department of History of this college during June, 2021.
3. Employability Programme in association with Tata Consultancy Services Affirmative Action initiative in July-August 2021.
4. Online speech competition in collaboration with the NSS unit on 22nd August, 2021 for students on the occasion of 75th Independence day, on "My country, my thoughts".
5. Online mentor-mentee programme on 29th August 2021 as a therapy and meditation workshop for teachers to address the mental health and wellbeing of students.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Arrangement of regular online theory classes for the students until normal offline classes are arranged.	Regular online theory classes have been taken by the teaching members while the college was closed due to the pandemic situation.
Insisting the teaching members of practical based subjects to share YouTube videos or personal videos regarding the experiments in the curriculum to compensate to some extent the lack of practical classes.	The teaching members shared videos and their experiences and suggestions regarding the experiments in the curriculum.
Motivating the teaching members to carry out continuous evaluation of students through online mode.	Continuous online evaluation of the students were carried out during the academic year, followed by the final online semester examination, as instructed by the affiliating University.
Regular hosting of webinars by the college to expand the field of knowledge of the stakeholders.	The college hosted six webinars and programmes during the 2020 - '21, involving students and teaching members.
Finalising and allotment of rooms in the third floor of the college building for increasing the teaching and learning infrastructure.	Construction of rooms have been completed. However, allotment and consequent furnishing are yet to be completed owing to the pandemic situation.
Continuing the Affirmative Action Programme by TCS through online mode, if the college remains closed during the probable month of the programme.	Affirmative Action Programme by TCS has taken place through online mode.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

NAAC

Part A

Data of the Institution

1.Name of the Institution	Vidyasagar Metropolitan College
• Name of the Head of the institution	Dr. Ramswarup Gangopadhyay
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+919433724454
• Mobile No:	9433724454
• Registered e-mail	vidyasagarevening@yahoo.in
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• State/UT	West Bengal
• Pin Code	700006
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• Location	Urban
• Financial Status	UGC 2f and 12(B)
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• Name of the IQAC Coordinator	Prof. Arunabha Misra
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• Alternate phone No.	9433153678				
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• IQAC e-mail address	iqacvec@gmail.com				
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10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Webinar in collaboration with Pune Institute of Business Management (PIBM) on "Raising investment awareness among the young minds" on 23rd February, 2021 as an awareness programme among the participants.	
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	28/02/2022

15. Multidisciplinary / interdisciplinary

Understanding the importance of progressing towards becoming a multidisciplinary institution, the college regularly organizes Special Lectures, Seminars and Workshops on interdisciplinary subjects where students from all subject streams are encouraged to participate and learn and interact on subjects apart from their regular course of study.

Even during the pandemic, departments and sub-committees have specially intensified the drive towards increasing the range of such special lectures to create a multidisciplinary milieu in college, albeit through online webinars. The Department of History organized a special series of lectures from 9th June 2021 to 18th July 2021 on different topics like "Changes in Society in Early Medieval India," "Third Urbanization: Feudal Thrive or Proliferate Urbanity," and "Economy of Colonial India: A Brief Outline," where students from all disciplines received a chance to interact with Professors from Social Sciences and expand their concepts regarding socio-political history of India. While the University Curricula has its limitations, such special programmes at least help students adopt multidisciplinary perspectives.

In addition, the College has an active NSS unit that organizes projects with the local slum dwellers to engage students in community service. The Environmental Studies compulsory course that all students have to mandatorily complete by their second semester in college, where the students have to submit a project on environmental issues, also involves students from all disciplines in preparing projects and presentations on pressing environmental issues which require them to study both arts and science research papers and further the prospects of an interdisciplinary educational experience at the college as per the NEP 2020. Participation in such Co-curricular and Extension projects also add to students' experience of multidisciplinary education at the college. The institution plans to increase such

special workshops and extension activities in the coming year, as students are inspired to think beyond the limitations of their curricula. This shall be an important step towards building Interdisciplinary education at the College and preparing scholars for higher studies in Interdisciplinary streams of study.

At Vidyasagar Metropolitan College, faculty are encouraged to teach their courses using their own particular pedagogical approaches, within the curricula designed by the University of Calcutta. Hence, professors adopt unique means of teaching their courses, through field trips, drama workshops, group discussions, student seminars, book reading, laboratory experiments and sharing reading material, journals and books that add on to the course design and enrich the learners' comprehension of the subject.

16.Academic bank of credits (ABC):

Vidyasagar Metropolitan College has plans to educate its students regarding the Academic Bank of Credits via Lectures to be organised by college teachers for this purpose, as this shall soon become a reality as proposed in NEP 2020 and provide learners with a more flexible format of earning their degrees. The College looks forward to registering under ABC once it is facilitated by the University it is affiliated to, so that learners could benefit from multiple entries and exits during the chosen course of study. This shall benefit both advanced and slow learners of the institution as they can pace their studies.

Such that seamless collaboration and internationalization of education might be possible once the ABC system is in place in the near future, the College plans to invite faculty from reputed national/international institutions for special lectures and workshops, offering its students the experience of learning from professors from different institutions, thereby widening their approach to the subjects being studied and preparing them for applying for joint degrees with foreign institutions in the future, once credit transfer is possible. The College has begun discussions on the Academic Bank of Credits amongst mentors and mentees, so that ideas from both ends can help in formulating the best way forward in implementing the ABC in the years ahead.

17.Skill development:

The college organized multiple online programs to strengthen students' soft skills and provide them an enhanced idea regarding varied employment opportunities after completion of their course

of study, as detailed below.

The Department of Commerce in association with Pune Institute of Business Management organized a webinar on Raising Investment Awareness Among the Young Minds on 23rd February, 2021. The Employability Enhancement , Counselling and PLacement Subcommittee organized webinars in collaboration with Tata Consultancy Services Youth Employability Programme between 7th July 2021 and 31st Aug 2021, providing 100 hours Training to students of the College on Business Skills, Communication Skills, Quantitative Aptitude, Logical Reasoning, Computers, Interview Skills, Resume Writing and other necessary soft skills. Both these programs were important in promoting the importance of vocational education and softskills training and integrating it with mainstream courses that went on alongside these webinars and training programs.

The college also organized special webinars on development of life-skills as the basis of Value-based education and to inculcate positivity among learners. For this purpose a Wellness Week was organised where physical and mental health professionals spoke to students regarding methods to overcome problems faced by students during the pandemic. On 19th May 2021, a fitness professional addressed students' issues regarding body-shaming and weight gain during the pandemic and encouraged them to follow a healthy lifestyle. On 20th May 2021, a doctor discussed ways and means of increasing immunity, using food and herbs available at home and answered multiple queries on health issues being faced by students. On 21st May 2021, an Ayurveda Consultant talked about improving the way we cook food to ensure maximum nutrition and ways in which students could plan meals to ensure they felt full, but stayed fit. On 22nd may 2021, a Life Coach explained what causes panic attacks and stress and ways of relieving the same. He guided participants of the workshop through a meditative process for rewiring the subconscious mind to function better and answered students' queries regarding their fears and insecurities.

These programs were organized with the aim of developing a stress free environment of wellbeing where humanistic, ethical conduct may be possible as well as for fostering the qualities of truth, peace, love and non-violence.

The College ensures that the Vocational, Soft-skills and Life-skills training programs are made available to all students of the college before they graduate. Mentors encourage mentee

participation and help mentees choose programs best suited to their requirements and needs. For this purpose the College invites professionals and Industry Veterans to take special lectures both on campus and through webinars. However, owing to the pandemic, all programs in the given time frame had to be conducted online.

In addition to the aforementioned programs, the College also organized a special IQAC training workshop for teachers on Mental health and Wellbeing for Students with a Mental Health Professional, so that mentors could increase awareness regarding life-skills training and help their mentees participate in the ongoing support program at college.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College attempts to provide ample scope for Professors and students to learn in a milieu that encourages bilingual discussions and learning systems, thereby protecting and integrating Indian Knowledge Systems enshrined Indian languages. In this respect, most departments teach in the bilingual mode both in offline and online lectures. In the pandemic, the online mode of teaching became the lifeline for integrating Indian Knowledge Systems in the curricula. This is particularly advantageous for students not entirely familiar with English and more comfortable speaking and learning in other regional languages. At the same time, English remains important as an alternative and parallel mode of instruction for students and teachers not sharing a similar linguistic or cultural background. Therefore almost all Departments of the Institution conduct their lectures, tutorials and discussions in both English and Bengali by Faculty well versed with the nuances of such bilingual teaching.

The College also regularly celebrates 'Bhasha Divas' in the form of a cultural programme in Indian Languages like Bengali and Hindi as well as English, to recognise the role of language in shaping its culture and the socio historical relevance of linguistic struggles across the nation as a culture of people driven by the need to preserve their unique regional language and culture.

In addition the annual Founder's Day celebration at Vidyasagar Metropolitan College reminisces the contribution of the founder Pt. Ishwar Chandra Vidyasagar to the way the Bengali language

changed over time to adapt to the needs of modern Bengal. There are cultural programs, competitions and debates organised for students and by them to celebrate the rich traditions of song, dance, debate and poetry in vernacular Indian languages and acquaint students with the same.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Seeing the focus on Outcome Based Education , by the NEP 2020, the college ensures that every department formulates its Course outcome and details it on their departmental website so that students know the exact Outcome of every course they opt for. This becomes particularly relevant in the CBCS curricula framed by the University of Calcutta. Faced with a plethora of choices, the Learning Outcomes help students decide on ones most relevant to their future career choices. At the same time, such Outcome Based Education, helps teachers formulate their teaching plans for the semester better, to ensure that all possible measures are taken to achieve the outcome sought for through a particular course. At the same time, our institution is always conscious of providing more than the formally stated Outcome as there is much to learn from college and interaction with Professors beyond the scope of such a straitjacketed approach to education.

20.Distance education/online education:

During the pandemic, the Online and Distance Learning (ODL) mode of education became a necessity and the only means of reaching students sequestered in their own homes, faraway from the physical campus. Vidyasagar Metropolitan College started exploring different possibilities for ODL and particularly possibilities of offering vocational courses through the same, given the anxiety regarding future employment generated in students during the Covid -19 pandemic in India and across the world. At first the College explored web platforms like Google Meet and Zoom for conduction online lectures as well as Skill Based/Vocational Courses like the one on Raising Investment Awareness Among the Young Minds, conducted by PIBM with the Dept of Commerce, or the webinars in collaboration with Tata Consultancy Services Youth Employability Programme organized by the Employability Enhancement , Counselling and PLacement Subcommittee as detailed above. These received tremendous response from students who wanted to acquire all possible skills while restricted in their homes. The college then recognized the possibilities of ODL and began the process of adopting its own Learning Management System (LMS) with TeachMint that would provide continuous ODL support to students and facilitate online

and distance education both during the pandemic and after. Such a platform would record lectures and such vocational and skill based programs for learners' future revision and also help them continuously interact with their teachers and trainers to fine tune the skills learnt during such webinars. The College looks forward to reaping the benefits of blended learning even post pandemic as offline classes can be complemented by continuous internal evaluation and revision and discussions through online platforms, helping students stay connected even when they may not be able to physically attend classes owing to illness or emergencies as well as provide a storehouse of learning for those seeking additional resources to that delivered in offline classes.

Extended Profile

1.Programme

1.1 11

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 919

Number of students during the year

File Description	Documents
Data Template	View File

2.2 424

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 229

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	56
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	58
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8.5
4.3 Total number of computers on campus for academic purposes	59
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Institution normally ensures effective curriculum delivery by following the academic calendar provided by University of Calcutta. The university did not publish any academic calendar in the year 2020-21 due to the pandemic situation. But the faculty members analyse the needs of the students before the commencement</p>	

of every semester. A detailed discussion is held in the departmental meetings and Academic Council . The head of every department submits a statement of workload at the beginning of every semester based on which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allocating term-wise topics to be taught within the stipulated time. A series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, webinars, special lectures etc. were organised to give practical insight into the curriculum that help them to develop their cognitive skills like critical analysis, problem solving and evaluation. The periodic tutorial / class test / MCQ/group discussion/students' seminars are conducted in order to evaluate the understanding of the students. The examination results are reviewed and remedial classes are organised for weaker students. Teachers put in all efforts to ensure quality and enhance academic growth.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As mentioned earlier the institute adheres to the academic calendar of the affiliating university which was not published in the year 2020-21 due to the pandemic situation. The Academic sub-committee in a discussion held before the odd semester and issued guidelines to the departments. A routine was designed centrally and the departments formed lesson plan detailing the syllabus and number of classes to be completed by the faculty members. Departmental routines and lesson plans are uploaded by the concerned departments in their respective websites. The Continuous Internal Evaluation is conducted by the departments in the form of written tests, quizzes, MCQs etc. Evaluations are made and corrective measures are implemented by the concerned teachers and mentors.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Upload a description in maximum of 200 words.

The college being affiliated to University of Calcutta follows the curriculum set by the affiliating University. And the syllabus of the courses offered do integrate crosscutting issues relevant to Professional ethics, Gender, Human Values, Environment and Sustainability. Professional Ethics is taught to the students of Commerce as a part of the Core Course Entrepreneurship Development and Business Ethics. Gender is part of the syllabus of English and Political Science. Environment and sustainability is deeply ingrained in the subject Environmental Studies which is an Ability Enhancement Core Course for all the Programmes. Human values are taught to the students of Political Science in detail. The

relevant files are enclosed.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

76

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vec.ac.in/AOAR/20220722_FEEDBACK_ACTION_TAKEN_REPORT_2020-21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
960	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

76

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The various faculties of the College take special care to integrate the needs of the advanced as well as the slow learners through special programmes. The students are encouraged to attend webinars, seminars and talks on topics which they have in their respective courses. Some of these programmes are organized by the College and some of these events are collaborations with other colleges. Question and answer sessions at the end of such programmes help slow learners to clear their doubts about the topic being discussed. Advanced learners also benefit from such programmes as the depth of their understanding on a particular topic is enhanced through experts' viewpoints.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
919	56

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Faculty members try to implement experiential learning, participative learning and problem solving methodologies as and where the curriculum has scope for their implementation. The DSE and SEC courses especially lend faculty members to implement experiential learning, participative learning and problem solving methodologies. Students apply the knowledge of their core courses in these electives. All the science teaching departments in their practical courses offer scope for experimental learning through in hand experience in their laboratories for better understanding of the theoretical topics they learn in their theoretical courses. Regular field study of the Department of Geography gives the students a scope to discover a set of geographical facts through observation of landscape in minute details hitherto not experienced. The Department of History used to organize participative learning by taking the students to the places of Historical interest related to their syllabus (e.g. Indian Museum, Netaji Bhavan, Gandhi Museum) so that the students can come out with critical historical analysis on their field visits. In the Department of Commerce, students use to get practical statistical survey experience in their project works as most of the students choose topics which require primary data which they collect personally.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.vec.ac.in/AQAR/Metric 2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools in their class rooms to streamline their lessons. The College provides laptops and a dedicated smart board for usage by all departments. ICT-reliant classes fine-tune the lessons as teachers can organize their teaching resources in various formats and distribute them freely. Students are also encouraged to use ICT tools through classroom presentations. The College has plans to broaden the exposure of the students to ICT based teaching-learning modules. Teachers also design study

modules and integrate them with the syllabus to make learning more comprehensive. In pandemic situation the teachers are unable to use ICT enabled tools in physical class room teaching though each and every teacher is trying best to continue teaching learning in online mode using various online platforms, sharing study materials and meeting with students as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vec.ac.in/AQAR/20220722_2.3.2_ICT_tools_and_resources_available_2020-21.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

27

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

534

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.**

The internal assessments are held regularly as stipulated by the University. The question patterns of the internal assessments as fixed by the University are discussed with the students to familiarize them with the exam process. The mode of assessment is both online and offline. As far as transparency is concerned the students are instructed on the marking pattern so that they may understand what kind of content is required from them in order to score decent marks. Also mock tests and practice tests are held from time to time to familiarize the students with the question pattern and question type.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The students can address the examination related grievances to their respective departmental head who then takes up the matter with the concerned examiner. In case of any anomalies the result of the student is rectified and the correction is made and the data updated in the departmental records. Students may also approach the Result Committee and seek intervention in their respective cases. All cases relating to examination-related grievances are attended to promptly and with complete integrity.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers teaching the new CBCS curriculum are aware of the Course Outcomes and Programme Specific Outcomes for each Core Course and Generic Elective subject. The course outcome of each paper streamlines the students' understanding of certain fundamental aspects of their chosen subject. Moreover each semester consolidates the skills acquired by the students in the earlier semester and hones it further to give their understanding of the subject proper depth. The Departmental websites carry detailed account of the Programme Specific Outcomes and Course Outcomes for both the Honours and General courses. The different types of courses -Core, Discipline Specific Elective and Skill Enhancement courses all have variegated outcomes and the teachers continuously strive to moderate their teaching to complement the Course Outcome and Programme Specific Outcome goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vec.ac.in/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated by the institution through performances of the students in internal assessments, tutorial and practical examinations and theory examinations of the Calacutta University (CU). Programme outcome depends on attainment of course outcomes. Students have to qualify in each course separately to be successful in any programme they admitted for. There are several Core Courses (CC), Discipline Specific Electives (DSE) and Skill Enhancement Courses in each programme. If a student is found to be successful in any programme offered by the college approved by the CU, that definitely imply the student has successfully attained the minimum qualifying marks set by CU for each CC, DSE and SEC papers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

303

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.vec.ac.in/AQAR/20220722_AANUAL_REPORT_OF_DEPARTMENTS_AND_THE_INSTITUTION_AS_A_WHOLE_2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.vec.ac.in/AQAR/Metric_2.7.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

13.76

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. The NSS unit of Vidyasagar Metropolitan College organised a flag hoisting ceremony on 15th August, 2021 in the college ground. About 17 teaching and non-teaching members and students participated in this programme.
2. The NSS unit of Vidyasagar Metropolitan College organised an online speech competition on 22nd August for students on the occasion of 75th Independence day. The topic of the competition was "My country, my thoughts". The platform of the competition was Google meet. 25 students participated in this competition.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

Nil

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

As a HEI committed to the advancement of knowledge our institution offers optimal infrastructural facilities which enrich the teaching-learning experience. However, we have to operate under space constraints and we have had to negotiate the problem by optimizing our resources to provide adequate infrastructural support . We have a building sharing arrangement by virtue of which we have access to classrooms and laboratories in the Old

Building of the College after the Day section has finished its operations for the day. The new building has been operative with classrooms and laboratories since 2014 and was constructed to augment infrastructural facilities and facilitate longer hours. Currently, the College offers 35 classrooms, 10 laboratories and 1 auditorium. 7 classrooms have LCD facility and 7 classrooms are wifi enabled and have a LAN connection. The Auditorium is ICT enabled and functions both as a classroom for large classes and as a venue for important functions. Due to the transition to online mode of teaching during the pandemic its physical facilities were not expanded in the last academic session. However, we have definite plans to expand the infrastructure to meet the needs of the stakeholders in the near future when the offline mode of teaching will be reinstated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Extra Curricular activities and cultural programmes are vital to the well-being of any HEI. As an institution we aim to create a holistic teaching-learning environment where the extra-curricular and cultural activities are given due emphasis. The College Auditorium, Ishwarchandra Sabhakaksho has been built for this purpose. The auditorium has adequate seating facility and acoustic arrangements to host cultural programmes including various functions such as the Founders Day of the College, Freshers Welcome and student seminars. We do not have any playground but encourage our students to participate in various inter-college sports competitions and also competition which are hosted by the University.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.vec.ac.in/activities.shtml#nss https://www.vec.ac.in/activities_wellness_programs.shtml

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

20 (Page 11 of audited statements)

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is using SOUL software since 2014, version 2.0.0.11, installed at one computer of the library to provide access to all the workstations attached through LAN and which have client software installed. Through SOUL software the library is entering of bibliographic records of documents, updating of records, generation of reports and circulation of documents. The staff of

Library has privilege to enter, maintain, and modify the bibliographic data of the library.

Modules of SOUL software:

Cataloguing Module: provides catalogued books already available through acquisitions or in its stock. A separate GODEX printer is available in the library to print Bar code of books and membership ID given in the Library card.

Circulation Module: provides membership record keeping, membership transaction management, reservation of books, circulation maintenance.

OPAC: provides a robust Online Public Access Catalogue with simple and advanced search facility using author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more fields of bibliographic records.

Administrative Module: it is the master of all modules, which has provision to administrate all the modules and system settings.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.vec.ac.in/library.shtml

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 18,465/- for purchase of books (Page 11 of audited statements)

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

Average per day usage = 23 (both online and offline)

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College provides adequate IT facilities to its stakeholders:

1. The College Computer Laboratory has 10 desktops and the College Library has two desktops for students' access respectively.
2. There are seven ICT enabled classrooms in the New Building.
3. The RAM capacity of the desktops in the Computer Laboratory, have been expanded from 2 GB to 4GB.
4. The new building has Wifi Broadband connectivity provided by Alliance Broadband Service with 50 mbps capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vec.ac.in/facilities.shtml#comp

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.6 (Page 15 and 16 of audited statements)

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College ensures the maintenance and upgradation of the physical and academic facilities in a way described below.

- Submission of Proposal for Activity to IQAC.
- Submission of Proposal by Departments and Subcommittees for Financial assistance to Finance Committee.
- Preparation of Central Budget by accommodating financial requirements of all departments and subcommittees.
- Approval of Budget Proposal through discussion in Finance Committee meeting.
- Approval of recommendations of Finance Committee by the Governing Body .
- Expenditure on different heads managed by the Principal and Finance Committee followed by rules and regulations of Directorate of Higher Education council of Govt. of W.B.

The College ensures regular maintenance of infrastructure by the following way.

Maintenance of the College Auditorium is managed by a subcommittee through the cleaning and dusting of the auditorium by assigning a number of support staff.

The laboratories have special support staff appointed by the College and the maintenance of the Laboratory is one of their primary duties.

The Campus Development Subcommittee ensures the maintenance of the classrooms -the chairs, benches, tables and boards of all the classrooms as well as the lights and fans.

The library Committee meets regularly to discuss the various matters pertaining to the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1445 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 613">Link to institutional website</td> <td data-bbox="539 506 1445 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="86 613 539 678">Any additional information</td> <td data-bbox="539 613 1445 678" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 678 539 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="539 678 1445 824" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
0									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
<table border="1"> <thead> <tr> <th data-bbox="86 1207 539 1272">File Description</th> <th data-bbox="539 1207 1445 1272">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1272 539 1337">Any additional information</td> <td data-bbox="539 1272 1445 1337" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1337 539 1559">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="539 1337 1445 1559" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

40

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students' Union of Vidyasagar Metropolitan College is an important stakeholder of the college. All the students of the college are members of the Students' Union. It has a major representation in the academic and administrative bodies of the institution. General secretary of Students' Union is a member of Governing Body and many subcommittees of the college. Similarly, Sports Secretary is the member of the sports subcommittee of the college. Although the usual activities of the union were curtailed due the pandemic, Students' Union organized social welfare programs during this period. As the world was reeling under the pandemic,

Students' Union of the College organized a community kitchen for slum dwellers around college during the lockdown period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college through its Alumni Association has always tried to forge warm and creative relationship with its former students. However, in the last two years, not much could be done due to the pandemic induced lockdown and closure of college. Nonetheless, many of our alumni enthusiastically serve college in various capacities based on their specializations whenever need arises.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the College in brief is to groom a generation of young citizens with thinking minds, who will be intellectually sound, morally upright and socially responsible.

The mission of the College in brief is to emerge as an academically and socially vibrant place where the students are free to express their views.

The Governing Body of the college has adopted a truly decentralised system of governance to reach out to the students even in last row. The Academic Council with the help of the departments and the mentors forms policies to help build the social and moral character of the students. IQAC ensures that adequate steps are taken to imbibe the qualitative aspects in this digital age ICT Sub-committee help the teachers, non-teaching staff and the students to be digitally aware and competent. Students' Welfare Sub-committee looks after the students' financial as well as non-financial needs. Employability Sub-committee helps the students find proper placement through employability courses. Sports Sub-Committee is involved in developing the competitive ability of the students. The students are helped by the NSS unit to be a socially responsive individual. All the aforementioned bodies normally have representations from the teachers, the non-teaching staff as well as students.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/vision_mission.shtml
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution is a state aided institution run by a Governing Body/Council. The relevant act is The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 (enclosed as additional information). The representations in the body include the Principal, teachers, the non-teaching staff, representatives from the Government and University of Calcutta, donor of the institution and students' union. However the Principal being the academic and administrative head of the institution in matters relating to day to day affairs plays a lead role in providing an effective leadership in various institutional practices. The various sub-committees formed by the Teachers' Council, a body representing all the teachers and approved by the Governing Body is the best example of decentralisation and participative management. The sub-committees are represented by teachers, non-teaching staff (link enclosed) . An extract of the Governing Body Meeting is enclosed (page 10 of the enclosed file uploaded as additional information) where recommendations of Finance subcommittee is placed before Governing Body for approval. Further the Governing Body in a number of occasions have requested the various sub-committees like Academic Council, Library sub-committee and even Teachers' Council to take appropriate decisions.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/administration.shtml
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is a process in which an organization's vision for the future including the goals and objectives are effectively defined. The college aims to groom a generation which is intellectually sound and socially responsible. The institution has

a well devised dencentralised system of governance to effectively deploy the stated strategic/perspective plan (link attached). The plans and policies are framed by the different sub-committees and approved by the Governing Body. The Academic Council consisting of the heads of the departments deliberates upon the overall academic environment. The routine sub-committee prepares routine by taking inputs from the departments. The examination sub-committee supervises the internal and end semester examination. An ICT Committee looks after the integration of technology in the teaching-learning process. A Research sub-committee looks after integrating research culture among the students and teachers. The students' welfare sub-committee is in charge of the welfare activities of the students. The Sports sub-committee takes care that the students are provided with adequate facilities related to sports. The college also has a students' activity sub-committee which has been formed to cultivate and nurture the extra-curricular activities of the students. The NSS sub-committee is tasked to organise the extention and outreach activities. And finally the Student support systems include the effective implementation of the mentoring system.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.vec.ac.in/administration.shtml
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is a state-aided institution affiliated to University of Calcutta. But the supreme administrative body of the college is the Governing Body represented by the Principal, teachers, the non-teaching staff, representatives from the Government and University of Calcutta, donor of the institution and students' union. The Principal is the administrative and academic head of the institution in matters related to day to day affairs. He/She is assisted by Finance Committee in matters relating to finance and budget of the institution. The Principal is advised by the IQAC in the qualitative aspects of academic and administration affairs of the college. The specific matters relating to academics are dealt with by the Academic Council ably supported by Routine sub-committee, Examination sub-committee and Result sub-committee.

There are various sub-committees like Students Welfare sub-committee, Employability Enhancement, Counselling and Placement Cell, Research Subcommittee, ICT Subcommittee, Library Subcommittee, Admission Cell, NSS Unit, Sports Subcommittee, Anti-Ragging & Anti-Harassment Cell, Service Book Subcommittee, Internal Complaints Cell (ICC). The College has dedicated group of non-teaching staff who assist in the process of administration.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.vec.ac.in/AQAR/Metric 6.2.2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The welfare measures adopted by the college for the teaching staff are

(i) Financial support for attending conferences and workshops (no financial support was extended for the said period)

(ii) Seed money for supporting research activities (no research

activity was funded during the said period)

(iii) A registered Co-operative Society to provide loans at cheap rate

(iv) Interest-free Puja advance for the teaching staff (page 12 of enclosed file)

The welfare measures adopted by the college for the non-teaching staff are

(i) To provide uniform and warm clothing (no warm clothing was provided during the said period)

(ii) A registered Co-operative Society to provide loans at cheap rate

(iii) Interest-free Puja advance for the non-teaching staff (page 12 of enclosed file)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A performance appraisal system has already been implemented as per the guidelines of the Government of West Bengal for the teachers seeking promotion from Assistant Professor Stage 1 to Assistant Professor Stage 2, Assistant Professor Stage 2 to Assistant Professor Stage 3 and finally from Assistant Professor Stage 3 to Associate Professor. Since the aforesaid appraisal system is only for the teachers seeking promotion, the IQAC has devised a Google form to implement Performance Based Appraisal System for all the teaching and non-teaching members irrespective of their designation from the academic year 2021-22. A Self-appraisal report in hard copy need to be submitted to IQAC every year (a picture of a sample copy is enclosed as additional information).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit is an important and integral part of financial administration. The college pays due and adequate importance to the internal and external financial audit. The Higher Education department conducts external audit on behalf of the Government and suggests corrective actions. The College has a Finance Committee represented by the Principal, teachers, non-teaching representative, students' representative and an external member who are also members of the Governing Body. The college also has a Bursar who is the Finance Officer of the institution. It is the duty of the Finance Committee and the Bursar to address the issues raised by the Higher Education Department. A qualified Chartered Accountant has been appointed to conduct Internal Audit and to look into the suggestions and advise/adopt effective measures regarding the issues raised by the External auditor appointed by the Government. He also guides in matters relating to internal financial aspects. A copy of the Internal Audit Report for the year 2020-21 is enclosed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Rs 15,000 received from individuals shown as Endowment Fund in the Audited statement (Page 7 of the enclosed report)

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution being a state aided public institution receives fund from the State Government. The other major sources for mobilizing of fund are students' admission fees, Calcutta University Centre fees, interest from bank fixed deposits and savings accounts (copy of audited financial statements of accounts attached). The major expenditures relating to salaries are paid from the grant received from the Government of West Bengal. The other major expenditures maintenance of common building, printing and stationeries. The accounts relating to the funds are maintained by the cashier and accountant. An experienced teacher is appointed by the college as Bursar, who is also the financial officer, to supervise the accounting of receipts and payments. Finance Committee which is a statutory committee is a body comprising of the Principal, representatives from teaching, non-teaching staff, students and a representative from the Government, look after the entire issue of mobilisation of fund. The Governing body which is the ultimate decision making body of the college also keeps an eye. To ensure optimal utilisation of resources,

accounts are prepared, internal and external audits are carried out from time to time. The reports submitted by the external/Government auditor are scrutinized and corrective action taken by the internal auditor, Bursar, Finance Committee and Governing Body. The college has also appointed a Chartered Accountant to ensure proper utilisation of funds.

File Description	Documents
Paste link for additional information	https://www.vec.ac.in/AQAR/Metric_6.4.2.1.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell in tune with the Mission and Vision of the college aims to groom students with intellectual ability yet socially responsible. The Cell motivates various departments and sub-committees to organise programmes to fulfill the aforementioned mission and vision. A comprehensive report is enclosed.

(i) Webinar in collaboration with Pune Institute of Business Management (PIBM) on "Raising investment awareness among the young minds" on 23rd February, 2021 as an awareness programme among the participants.

(ii) Wellness Webinars-19th May to 22nd May

(iii) Organising students' programme-Aloye Aloye Bhalobasai- Bhalo Thakar Nanan Gane- Surer Tane Nabin Prane

(iv) Organising speciallecture series in collaboration with department of History of this college during June, 2021.

(v) Employability Programme in association with Tata Consultancy Services Affirmative Action initiative in July-August 2021.

(vi) Commemorative celebration of Independence Day.

(vii) Organising an online speech competition in collaboration with the NSS unit of this college on 22nd August, 2021 for

students on the occasion of 75th Independence day, on "My country, my thoughts".

(viii) Online mentor-mentee programme on 29th August 2021 as a therapy and meditation workshop for teachers to address the mental health and wellbeing of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC led by the Principal conducts regular meetings to review its teaching, learning process, structures and methodologies of operations and learning outcomes. The minutes are uploaded in the relevant website, link of which is provided. In addition to above, Academic Council also reviews the teaching learning process and methodologies. All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. Teachers are also supported and encouraged to participate in examination evaluation processes. The poor and needy students are provided with financial aid out of the college fund. The Students' Welfare Subcommittee also guides the students regarding Government Scholarships. The college also provides platform for the students to participate in Intra-College level debates, competitions, seminars etc. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with financial support for effective teaching-learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vec.ac.in/AQAR/Metric_6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Pandit Ishwar Chandra Vidyasagar championed the cause of women and contributed to their empowerment. True to the ideal of our founding father, the college has prioritised gender equity. We have had diverse programmes with organizations like RAHI and SWAYAM, over the years. But the onset of the pandemic and the impediment of the lockdown made it difficult to hold such collaborations and programmes.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Ladies Common Room, Sanitary Napkin Vending Machine, Anti-ragging and Anti-harassment Cell, Professional counselling

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college signed an MOU with Vital Waste in 2019. The NGO would collect paper, plastic and e-waste from the college and submit a green certificate cum report. however with the onset of the pandemic they have stalled their collection work and have not resumed the same despite several attempts to contact them. The college has alternatively initiated talks with Hulladek Recycling for a possible a collaboration on waste recycling and management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1. There are washrooms and a common room for third gender students in order to create an atmosphere of inclusivity and to break the stigma associated with queer identities.

2. A speech contest was held on 20th August 2021, where students

spoke on the topic My Country, My Thoughts, in Hindi, English and Bengali, in recognition of the linguistic and cultural diversity of the country and to celebrate the 75th Independence Day of the nation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Teacher's council and the Student's union put together an amount of 1,50,000 for flood relief (Cyclone Yash) and handed over the same to Bharat Sevasharm Sangha on 08.06.2021. (SBI chq no. 684790). The constitution holds up certain ideals that take the nation forward. To come forward in commiseration of the distressed, is a moral duty in a country whose ideal is serving the greatest good of the greatest number.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Independence Day celebrations to commemorate and honour the most historic moment of our country.

2. World Environment Day celebrations to raise awareness and create sustainable plans for a green planet.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Mental Health Awareness and Counselling Programmes

2. Orientation Programme

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has been consistent in providing merit cum means scholarship to students from backward classes and economically disadvantaged positions to disseminate knowledge among all. Following the ideals of Swami Ishwar Chandra Vidyasagar, the founding father, the college believes that education is not about learning, reading and writing, it should provide comprehensive knowledge. It should lead to all round development, altruism and humanism. Education will help in character building, which in turn will go a long way in nation building. Keeping this goal in mind, the college has instituted several academic awards, together with the award for the student of the year.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Donate a tree campaign
2. Green audit
3. Gender workshops for students
4. Internships with Clean Air
5. Restoration of the garden
6. More alternative energy resources
7. Rain water Harvesting
8. Restarting the programmes on ethics and morality with Brahma Kumaris